

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-155 **Issue Date:** 09-05-14 **Closing Date:** 09-18-14

Special Education Coordinator
Yakama Nation Tribal School
Department of Health & Human Services
Hourly Wage: \$24.90/Full-Time/Regular

The job of Special Education Coordinator-Yakama Tribal School is done for the purpose/s of directing special education programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance and established guidelines.

Knowledge, Skills and Abilities:

- Skills are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; analyzing data; applying curriculum and instructional techniques; classifying data and/or information; comparing results; conducting meetings; critical observation; enforcing discipline policies; enforcing rules and regulations; estimating required resources; facilitating meetings; interviewing techniques and practices; investigating problems; planning agendas/meetings.
- Knowledge is required to perform basic math, including calculations using fractions, percents, and /or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include; pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/behavior.; codes/laws/rules/regulations/policies; cost/fund accounting; grammar, spelling and punctuation; health standards; knowledge of community resources; school safety and security practices.
- Ability is required to schedule and number activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purpose; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with equipment is limited to moderate. Specific Ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

General Recruiting Indicators:

- Bachelors or Masters Degree with Special Education endorsement required.
- Valid Washington State Teacher's Certificate with Special Education endorsement.
- Pre-employment drug and alcohol test.
- CPR Certificate.
- First Aid Certificate.
- Designated Subject Matter Endorsement.
- Valid Driver's License with the ability to obtain a Tribal Driver's Permit.
- Criminal Background Clearance.
- Maintains Certificates and/or Licenses.
- Continuing Education Requirements.